

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-54

OPEN TO: In-House Applicants Only
TITLE: AID Development Assistance Assistant (DG)
GRADE: FSN-8 (Rs. 904,666 p.a. to Rs. 1,667,547 P.A.)

DATE: 04/19/2011
AGENCY: USAID
LOCATION: ISLAMABAD

BRIEF DESCRIPTION OF DUTIES: The incumbent is responsible for providing programmatic, management and oversight assistance for all portions of the Democracy and Governance (DG) portfolio of USAID/Pakistan. The incumbent will be responsible for supporting the advancement of the USG's democratic strengthening agenda in relation to key foreign policy areas in good governance, municipal services, civil society strengthening, gender equality, electoral support and other areas. S/he will also provide support for budget planning and execution, information management, and general office management and smooth team operations. For the purposes of this Position Description, Program Assistant and Project Management Assistant shall be used interchangeably.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a Bachelor's Degree (fourteen years of education), or the local equivalent, in political science, public administration, social science, international relations, project management, or a related field is required.

EXPERIENCE: A minimum of five years of progressively responsible, professional-level experience in a team setting with budgeting, office management, and project management support is required. At least three years of experience in development work, donor agencies, Host-Country organizations, or private-sector institutions is required.

LANGUAGE: Level IV (fluent) English language proficiency, speaking and writing, as well as Level IV (fluent) written and spoken Urdu proficiency, is required.

KNOWLEDGE: Knowledge of development assistance programs in Pakistan. Basic knowledge and understanding of the political, social, and cultural characteristics of Pakistan; general knowledge of development problems in Pakistan, especially in governance, is desirable. Must have knowledge, or the potential to acquire such knowledge, of USG legislation, policy, and practice relating to development assistance; as well as programming policies, regulations, procedures, and documentation, especially for program management, monitoring and reporting. Knowledge of basic budgeting and budget tracking principles required.

ABILITIES & SKILLS: The incumbent will need to develop and maintain cordial, professional relationships and perform in a team environment. A high degree of computer literacy is required including, the ability to create and manipulate budget spreadsheets; maintain and manipulate databases; and utilize office technology for increased productivity and organization. Verbal communication skills, tact, and diplomacy are required to establish and develop working relations with external counterparts and colleagues at all levels of USAID and the Embassy. Writing skills are required to prepare regular project reports, procurement documents, and basic memoranda and correspondence. Excellent organizational skills, flexibility, and ability to perform duties in a fast-paced, dynamic environment are essential.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.

5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 2, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.